

City of Murfreesboro

The CityScene

Storm Spotter class offered

Severe Storm Spotter Training, scheduled for Feb. 7, 2012 from 1 to 3 p.m. in Patterson Park Community Center, 521 Mercury Blvd., offers detailed information on storm types, visual clues for severe weather, spotter safety and procedures and severe weather meteorology.

The class is open to the public and recommended for City employees working outside.

Storm spotter training teaches basic tools needed to be a severe weather spotter.

Starting with a blue sky, individuals are taught the basics of thunderstorm development, storm structure, what features to look for, where to find them, what and how to report information and basic severe weather safety.

The class is a multimedia presentation using still pictures and videotape. The class typically takes from two to two-and-a-half hours.

The National Weather Service offers only one class that qualifies volunteer storm spotters. Visit <http://www.srh.noaa.gov/oun/>



Parks and Recreation sweeps TRPA conference

Murfreesboro Parks and Recreation Department captured 13 awards during the annual Tennessee Recreation and Parks Association conference in Paris, Tenn. earlier this year.

Awards were presented to MPRD and those individuals recognized for excellence in the several categories.

Pictured above, back row from left, winners are **Rachel Singer**, The Award for Excellence; **Angela Jackson**, accepting Volunteer Service Awards for Andy Herzer and Dr. Charles Apigian and **Gary Arbit**, The Robert H. Horsley Award.

Winners from left, front row, are **Tom Sage** – accepting The Donald H. Stanton Award for himself and Trina Pullum; **Thomas Laird**, The Maynard Glenn Award; **Lanny Goodwin**, Department Director, who accepted the President's Cup for MPRD, which is recognized as the department in the more than 100,000 category as one that most adheres to the professional standards set by TRPA and contributions to the National Association for Recreation and Parks. The over-100,000 population category includes Nashville,

Asst. CM catalogs 2nd employee roundtable discussions



By Assistant City Manager Jim Crumley

In March and April of this year, City Manager Rob Lyons and Assistant City Manager Jim Crumley held a series of "roundtable" opportunities for discussion patterned after the successful program in the Police Department.

The roundtables were informal, professional and convenient meetings that allowed information to flow from the bottom to the top of the work force and for city employees to comment and ask questions about their employment.

Each month, several of those questions will be answered and published in this employee newsletter.

Here is the second installment:

Q. Can brothers, sisters and grandchildren be added to qualifications for use of sick leave during hospitalizations?

A. No, brothers and sisters are not family members for which sick leave can be used. Grandchildren in whom temporary custody has been granted to the employee would qualify as eligible family members. Recommendations from the Communications Team and from other employees resulted in the inclusion of parent-in-laws for sick leave effective this past Oct. 1. It addresses questions and answers about new policies on Sick Leave, Attendance and Absenteeism and Bereavement Leave.

Q. What is the pay increase for City employees this year?

A. Full-time employees who were eligible, received a 3.5 percent pay increase this past July 1. It was not a step increase. The steps in the pay plan were adjusted upward by the same 3.5 percent, meaning

Winners not pictured included **Dr. Linda Gilbert**, Four Star Award; **CeCe Carr**, retired program coordinator elected Lifetime TRPA member; **Sheila Hodges** and **Jane Ogg**, Special Events, Arts and Marketing Award for *Third Friday Concerts*; and *Patterson Dance* respectively; **Niki Hensley**, Longfellow Aquatics Award and **Gernell Floyd**, The Donald H. Stanton Award.

TRPA is a professional society of over 1,200 individual and agency members organized in 1952 to support highly effective professionals to achieve healthy, livable communities. **

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[n=stormspotting-basics](#) for more information.

Title VI follow-up

As an ongoing employee awareness of the reasons for and necessity of adherence to the rules of the federal law known as Title VI, commonly known as the Civil Rights Act of 1964, Assistant Transportation Department Nellie Patton will be visiting various departments of City government to ensure that the City's Title VI policy is adequately posted in areas where employees congregate and to make certain that city employees are aware of the complaint process.

MPD adds K9 Juice

The Murfreesboro Police Department added K9 *Juice* to the Patrol Division K9 program today. Officer Greg Brown and "Juice" graduated from the Nashville Metropolitan Police Department's K9 training program. *Juice*, a 2-year-old German shepherd replaces the now-retired K9 *Murph*. **



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your step in the pay range did not change. For example, if you were in Step 6 prior to this past July 1, you are still in Step 6 today; barring promotion or other job changes. However, Step 6 is now 3.5 percent more money today than it was the day before on June 30.

Q. Can the Fire Department reexamine the current policy of transporting civilians in certain emergency situations?

A. Current policy does not allow Fire and Rescue Department personnel to transport civilians in their duty vehicles. Murfreesboro Fire and Rescue Department administrative staff feels the Department is not equipped to transport civilians in an emergency situation or otherwise. It is Fire and Rescue's principal mission to maintain a state of operational readiness at all times to respond in emergency situations. Taking on the extra task of transporting civilians could potentially impact our readiness to respond and the response time in delivering emergency services.

Q. Can the MPD consider changing to the next generation of in-car camera systems?

A. The Murfreesboro Police Department is constantly evaluating the technology being used in the City's police patrol vehicles. There are financial constraints that impact how quickly new camera technology can be implemented in a fleet of over 200 cars.

With the fleet now running in excess of two million miles per year, replacing worn units takes top priority. If new technology camera systems can be included in upcoming budgets along with adequate replacement vehicles, the department is ready to proceed.

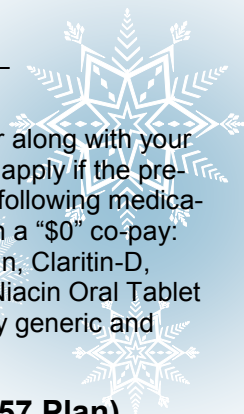
Q. Why are promoted employees required to serve a probationary period?

A. Good question. When an employee accepts a position or is promoted to a new job, a 12-month probationary period begins. During the first year of employment, the employee is considered to be an "at will" worker and may be terminated without cause. All factors of a person's service can be considered, including attendance, job performance, character and conduct in the decision to continue their employment during the probationary period.

An employee receiving a promotion is also considered "at will" in his or her new position, but instead of termination, may be returned to their previous position or another comparable position without cause. This period provides time for the employee and the management to determine if the new role in the organization is a good fit and meets the goals for performance. After one full year of employment, the City Charter has been interpreted to extend a "property right" to employees and provides for due process if a job action (discipline up to and including termination) is imposed. **

Sending you
Christmas
wishes

News from the Human Resources corner



Thirty-day vs. 90-day medication supply

- You can only fill a 34-day supply of medication at your local retail pharmacy.
- a 90-day supply can be purchased through mail order at Orchard Rx
- You can enroll in Orchard Rx on-line at www.orchardrx.com or by calling 1-866-909-5170.

Medication pre-authorization

Our Pharmacy Benefit Manager "Envision Rx" requires a pre-authorization for certain categories of medications. If a pre-authorization is required, your physician should contact Envision Rx at 1-800-361-4542.

Pre-authorization is required for the following: Red Blood Cell Formation, Multiple Sclerosis, Osteoporosis, Growth Hormone, Netrophil Formation, Hepatitis C, Rheumatoid Arthritis/Psoriatic Arthritis, Acromegaly, Profuse Diarrhea, Actiq and Fentora, Misc Injectables: B-12, Testosterone, Acne Medications and ADD/ADHD medications.

Medication formulary change

Medications may change tiers annually, effective Jan. 1, 2012. When a generic medication becomes available, the tier placement of both the brand and generic medications are evaluated. Medications may change tiers with this evaluation. Envision Rx will be sending out pharmacy update letters to those affected members that are currently taking a medication that will either be excluded, or cost more, effective Jan. 1, 2012 as a result of the regularly scheduled formulary change.

Over The Counter medications (OTC)

Certain OTC medications are available without a co-pay. OTC medications covered under your plan benefit do require a physician's prescription. Make sure your physician documents the correct milligrams for an OTC medication on the prescription instead of a prescription strength. The medication should be taken from the shelf

and presented to the Pharmacy counter along with your prescription. The "\$0" co-pay does not apply if the prescription is filled by the pharmacy. The following medications are available over the counter with a "\$0" co-pay: Prilosec OTC, Prevacid, Zegerid, Claritin, Claritin-D, Abreva, Zaditor, Zyrtec, Zyrtec-D, Slo-Niacin Oral Tablet Extended Release. (Also available, any generic and trade alternatives to those listed).

ING (Deferred compensation 457 Plan)

ING is now able to offer qualified City of Murfreesboro employees a Roth 457(b) plan. This means employees can choose to contribute on an after tax basis. To qualify you must be a full-time employee hired prior to July 1, 2010. For more details, please contact Ed Stewart, Financial Advisor at 615-627-5936 or ed.stewart@ingfp.com.

Designated beneficiary for unpaid wages

State law allows an employee to designate a beneficiary for any wages or salary that the employee may be due at the time of his or her death. In the absence of a designation – accrued wages will be paid to a surviving spouse. If there is no surviving spouse, then wages are paid out to surviving children. To complete a Designation of Beneficiary form for this purpose, please visit the Human Resources Department or contact the department at 848-2553.

2011 W-2

W-2's will be distributed to all departments by Human Resources on or prior to Jan. 31, 2012.

Laser checks

Expect to see a new look on your Jan. 6, 2012 pay-check stubs. The City will be moving to laser-printed check stubs, which will display your pay and benefits in a more organized and readable fashion. Please keep your check stubs because Human Resources will no longer keep duplicate copies of stubs when use of the new laser-print check stubs begins. **

Governments Employ 16.6 Million in 2010

The 90,740 state and local governments across the country had 16.6 million full-time equivalent employees in 2010, 203,321 fewer than were employed in 2009, according to estimates released this year by the U.S. Census Bureau.

The majority of these employees, nine million, worked in education, followed by the 986,471 working in hospitals, 946,196 working in police protection and 731,692 in corrections.

Part-time state and local government employees numbered 4.8 million in 2010, a decrease of 27,567 from 2009.

Local governments accounted for 12.2 million full-time equivalent employees in 2010, while state governments employed 4.4 million, both figures showing decreases from 2009. The number of full-time equivalent employees is equal to the number of full-time employees added to the number of hours worked by part-time employees divided by the standard number of hours for a full-time employee. **